

## **National Aeronautics and Space Administration**

### **Proposal Peer Review Nondisclosure Agreement and Conflict of Interest Avoidance statement**

For NASA Peer Reviewers who are not Federal Government Employees

#### **1. Applicability of Form.**

Every person (other than a Civil Servant) who is asked to serve as a reviewer of proposals submitted to NASA must sign this statement concerning the nondisclosure of the proposal materials to which they may have access either as an individual reviewer or as a member of a review panel that will consider the proposal, as well as their obligation to disclose any conflicts of interest that they may have with either the proposing personnel or organizations. Once signed, these agreements are kept on permanent file by NASA, and no proposal materials are sent to a reviewer without confirming that his/her agreement is on file.

#### **2. Your Potential Conflicts of Interest.**

In the performance of peer review of proposals submitted to NASA, I may have access to or be furnished with information that contains unpublished research results, unpublished research ideas, and/or proprietary plans, information, and budgetary data. All NASA supervisory and management personnel and reviewers, and all non-NASA participants, are bound by Federal regulations to maintain the confidentiality of such information and to avoid conflicts of interest in the review process. (Note that Federal law prohibits Federal employees from making unauthorized disclosure of confidential information (18 U.S.C. 1905)). Therefore, with respect to any proposals that may be furnished to or discussed in my presence, or that I may have access to or learn about, I agree:

1. To use such data and information only for the purpose of carrying out the requested proposal review;
2. To refrain from disclosing or discussing such data and information with submitters of proposals, other reviewers, non-NASA support personnel, or NASA personnel outside the meetings of any designated peer review sessions;
3. To refrain from copying in part or all of any proposals that may be provided;
4. To return to NASA all proposals that may be provided along with all review sheets and other forms that have been generated in the course of the review process, or to make other disposition of such materials as directed by NASA;
5. To exercise due care to avoid any real or apparent conflict of interest in carrying out any reviews. Specifically, a person identified in a proposal (e.g., principal investigator, co-investigator, consultants, and collaborator) is not permitted to participate in the review of competing proposals unless specifically authorized by NASA to do so. A person may also be excluded from participating as a reviewer of any proposals, unless authorized by NASA, if a close professional associate from his/her own organization is identified in a proposal. In addition, a reviewer is not permitted to take part in the review of a particular proposal (a) that originates from his/her own organization; or (b) if any of the personnel identifies in the proposal are closely related to the reviewer (e.g., household family members, partners, or professional associates); or (c) if the reviewer has a financial interest in a proposing organization (e.g., ownership of stock or securities, employment, or arrangements for prospective employment). If a reviewer is given access to a proposal for which a conflict of interest exists, the reviewer shall notify NASA immediately and return the proposal.
6. To advise NASA of the disclosure of any information obtained from NASA that is disclosed, used, or handled in a manner inconsistent with this agreement.

Printed Name, Signature and Date:

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Note: A candidate reviewer who declares himself as a non-civil servant is presented with a “Review Assignment Agreement” which displays the Proposal Peer Review Nondisclosure Agreement and Conflict of Interest Avoidance statement (as shown above).